

DISTRICT 3

PHASE 1 CONSULTANT SCOPING & NEGOTIATION CHECK SHEETS

PTB No. 141 Item No. 10

P-93- 033-06 D-93- _____ C-93- _____ *R-93- _____

Route FAP 316 (IL 26) Location From the Illinois 26 and I-80 interchange at Princeton north on Illinois 26 to north of Red Covered Bridge Road

Section (116) R & T

Description Widen IL 26 to match the IL 26 bridge over I-80. Add left turn lanes at Progress Drive

County(ies) Bureau

Contract No. _____ File No. _____ D3# 2021 PPS No. _____

Scoping Meeting Date _____ Time _____

Negotiation Meeting Date _____ Time _____

Liaison Engineer's Name William Raffensperger, P.E. Phone No. 815-434-8568

Fax No. 815-434-8553 E-Mail William.Raffensperger@Illinois.gov

Location and Environment Engineer Ted Fultz Phone No. (815) 434-8469

Studies and Plans Engineer Rick Powell Phone No. (815) 434-8423

Consultant's Name _____

Address _____

Telephone No. _____ Fax No. _____ E-Mail _____

Consultant Project Manager _____ Consultant Project Engineer _____

Telephone _____ Telephone _____

Sub-Consultant (if any) _____ Telephone _____
_____ Telephone _____
_____ Telephone _____

DBE % _____ Complexity Factor _____

1. Introduction - Exchange of Business Cards

- a. Attendance Roster
- b. Minutes - to be taken by Consultant (this meeting and all others). The Phase 1 Consultant Scoping & Negotiation Check Sheets are to be included as part of Minutes.
- c. Telephone Conversation Log - to be taken by Consultant (submit with invoices or as directed).
- d. Route, Section, County, P-93-No., D3 # and Studies and Plans Engineer to appear on all correspondence along with - RE: (location description) example letter format given to Consultant.
- e. Review of Design Memorandum 17-05 (Consultant Negotiations).
- f. Discuss EEO Participation.
- g. Discuss Consultant Employee Utilization Form.
- h. Discuss Consultant QC/QA Plan.

2. Timetable for Negotiations

- a. Selection Date: October 4, 2006
- b. Initial meeting (within 3 W.D. of selection): _____.
- c. Submittal of initial meeting minutes (within 2 W.D. after initial meeting): _____.
- d. Consultant to furnish estimated man-hours, direct costs and supporting data (within 2 W.D. after initial meeting): _____.
- e. Complete negotiations and man-hours between the District and Consultant (within 10 Days after selection): _____.
- f. Consultant is to submit final package and supporting data (within 10 days after selection): _____.
- g. District to submit two (2) copies of the completed proposal package to Consultant Services (within 10 days after selection): _____.
- h. Estimated authorization to proceed (2 months after submittal of completed proposal package)
_____.

Note: A bar chart must be submitted with the proposed consultant contract, detailing all work from negotiations through the end of the project. This bar chart, with progress shown, is to be submitted with each invoice. The invoice cover letter should address work accomplished for the invoice period, work to be accomplished next period, and items needed from the Department, and any problems with schedules being met. These progress reports should be turned in monthly, even if the Consultant does not submit an invoice.

3. Discussion - Project location and Scope of Work.

a. Project limits: From the Illinois 26 and I-80 interchange at Princeton north on Illinois 26 to north of Red Covered Bridge Road

b. Existing and Proposed Conditions

Posted Speed 45 mph

Design Speed 45 mph

CRS (Year) _____

	ADT (2006)	SU%	MU%
North Leg of Interchange	9350	8.7%	13.0%
Between Truck Stop Entrances	6800	8.8%	11.0%
North of Progress Drive	4750	8.9%	5.8%
South of Red Covered Bridge Road	3850	13.0%	5.2%
North of Red Covered Bridge Road	3450	14.5%	5.8%

Truck Route (Y/N) Y Class II (I, II, III)

Functional Classification OPA

Clear Zone	<u>Existing</u> 18' & 10'	<u>Proposed</u> 10' & 1.5' FACE OF CURB
Roadway Width		
Pavement Width		
No. Lanes	2	
Shoulder Width		
Shoulder Type		
Curb & Gutter Type	N	B-6.24
Cross Section		
Rural (Y/N) & Length	Y	Y
Urban (Y/N) & Length	N/A	Y
Ditches	Y	
Storm Sewer		Y
Traffic Signals	Y	Y
Sidewalks		Y
Street Lighting	@ Interchange	TBD
Guardrail	Y	
Rail Road Crossings	N	
Retaining Walls		
Horizontal Curves with Posted Advisory Speed Limit	N/A	
Other:		

c. Proposed Design Standards:

Construction/Reconstruction ☐ 3-R ☒ 4-R ☐ Other ☐

DRAFT

Sideroads/Intersections:

IDS Required (Y/N) Yes Realignments: Horizontal (Y/N) Y

IDS Location #1 North Ramp Intersection Vertical (Y/N) _____

_____ Location _____

Radii Widening (Y/N) Yes _____

Add Turn Lanes (Y/N) Yes _____

Signals (Y/N) Yes _____

Other _____

IDS Required (Y/N) Y Realignments: Horizontal (Y/N) _____

IDS Location #2 Progress Drive Vertical (Y/N) _____

_____ Location _____

Radii Widening (Y/N) Y _____

Add Turn Lanes (Y/N) N _____

Signals (Y/N) _____

Other _____

4. Work Items

a. Survey/Aerial

Mapping (Y/N) _____ Recon. (Y/N) _____

Scale: _____ Delivery Date _____

b. Survey

Cross Sections (Y/N) Y Digital Terrain Model (Y/N) Y

Sideroads (Y/N) Y Topo (Y/N) Y CADD (Y/N) Y

Discuss consultant survey data format.

c. Right-of-Way

Number of Estimated Parcels _____

d. Bridge Condition Reports

S.N./Location _____
S.N./Location _____
S.N./Location _____

e. Hydraulic Report

S.N./Location Double 8.58 x 7' box culvert
S.N./Location 5' x 5' box culvert
S.N./Location _____

f. Soils Report (Y/N) _____ Soils Borings (Y/N) _____
Retaining Walls (Y/N) _____ Retaining Wall Type Study (Y/N) _____
Pavement Cores (Y/N) _____ Drainage Report _____
Traffic Management Analysis (Y/N) Y _____

g. Anticipated Environmental Level (check one)

Categorical Exclusion	<input checked="checked" type="checkbox"/>	ECAD	<input type="checkbox"/>
Environmental Assessment/FONSI (EA)	<input type="checkbox"/>	Environmental Impact State (EIS)	<input type="checkbox"/>

Categorical Exclusion

1. Pre-Coordination
2. Hazardous Waste and Environmental Surveys by District

ECAD, EA, or EIS

- | | |
|---|-------|
| 1. Notice of Intent (Y/N) | _____ |
| 2. Scoping Meeting (Y/N) | _____ |
| 3. Purpose of and Need for Action Section (Y/N) | _____ |
| 4. Affected Environment Section (Y/N) | _____ |
| a. Environmental Inventory Map (Y/N) | _____ |
| b. Land Use Map (Y/N) | _____ |
| 5. Alternatives Section (Y/N) | _____ |
| 6. Environmental Consequences Section (Y/N) | _____ |
| 7. Technical Studies & Reports | _____ |
| a. Socio-Economic | |
| 1. Technical Study (Y/N) | _____ |
| 2. Separate Report (Y/N) | _____ |
| b. Agricultural | |
| 1. Technical Study (Y/N) | _____ |
| 2. Separate Report (Y/N) | _____ |
| c. Section 4(f) Evaluation (Y/N) | _____ |
| d. Air Quality | |
| 1. Technical Study (Y/N) | _____ |
| 2. Separate Report (Y/N) | _____ |

- e. Noise Analysis
 - 1. Technical Study (Y/N)
 - 2. Separate Report (Y/N)
- f. Water Quality
 - 1. Technical Study (Y/N)
 - 2. Separate Report (Y/N)
- g. Floodplain
 - 1. Technical Study (Y/N)
 - 2. Separate Report (Y/N)
- h. Natural Resources
 - 1. Wetland Studies (Y/N)
 - a) Summarize and incorporate IDOT Studies (Y/N)
 - b) Mitigation Plan (Y/N)
 - 2. Upland Vegetation/Habitat
 - a) Tree Survey (Y/N)
 - b) General Vegetation Survey (Y/N)
 - c) Revegetation Plan (Y/N)
 - 3. Threatened & Endangered Species
 - a) Special Studies by Consultant (Y/N)
 - 4. Hazardous Waste Studies
 - a) Summarize and Incorporate IDOT Studies (Y/N)
- h. Public Involvement - Hearing (Y/N)
Informational Meeting (Y/N)
Property Owner Contact Letters by District
- i. Agency Coordination (Y/N)
NEPA 404 Process (Y/N)
Local Coordination (Y/N)
Participation (Y/N)

5. Project Schedule

Engineering report type: Project Report PR (DR, PR, SIR, CR)

Phase I to be completed within _____ months of Authorization to Proceed.

	<u>Due Date</u>	<u># of Copies</u>
Estimated starting date _____		
Report Rough Draft Submittal		
Initial Cross Sections		
Re-Submittal of Reviewed Report to Consultant		
Submittal of Revised Draft Report to District for In-House Circulation		
Revised Cross Sections		
District Submits to Consultant In-House Reviewed Report w/Comments		
Consultant Submits Revised Prefinal Report		
Public Hearing		
Submittal of Final Report		
	<u>Due Date</u>	<u># of Copies</u>

Final Cross Sections

Design Approval

_____	_____
_____	_____

Environmental Report Type _____ (EA or EIS)

Rough Draft Submittal

Re-Submittal of Reviewed Report to Consultant

Submittal of Revised Report to District

Submit Final Report

_____	_____
_____	_____
_____	_____
_____	_____

6. Other Submittals

Due Date

of Copies

Draft

Final

Draft

Final

a. Hydraulic Reports (Includes 60 days review time by the District.)

Double 8.58' x 7' Box

Culvert

5' x 5' Box Culvert

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

b. Bridge Condition Reports (Includes _____ days review time by the District.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

c. Soils Reports (Includes _____ days review time by the District.)

_____	_____	_____	_____	_____
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d. Right-of-Way Plans & Plats (Includes _____ days review time by the District.)

_____	_____	_____	_____	_____
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e. Drainage Reports (Includes 60 days review time by the District.)

Storm Sewer

_____	_____	_____	_____	_____
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f. Traffic Management Analysis – To be included in report. (Includes 30 days review time by the District.)

_____	_____	_____	_____	_____
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g. Other:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. The following items are being furnished to the Consultant. (The Consultant is to verify all material has been received.) (F = Furnished at Scoping Mtg.; N = Not Applicable)

<input checked="" type="checkbox"/>	Old Plans
<input type="checkbox"/>	Example Hydraulic Report
<input type="checkbox"/>	Example Bridge Condition Report
<input type="checkbox"/>	Example Aerial Mosaic with Required Information
<input checked="" type="checkbox"/>	Example Project Report
<input checked="" type="checkbox"/>	Example Traffic Management Analysis (TMA)
<input type="checkbox"/>	Excerpts from District Bridge Maintenance Files
<input type="checkbox"/>	Structure Information System Master Report
<input type="checkbox"/>	Scoping Meeting Minutes
<input type="checkbox"/>	Key Route Map
<input type="checkbox"/>	Applicable County or City Maps
<input checked="" type="checkbox"/>	Traffic ADT's
<input checked="" type="checkbox"/>	Crash Data (3 Year Period)
<input checked="" type="checkbox"/>	Safety Stations
<input type="checkbox"/>	Example Invoice Cover Letter
<input type="checkbox"/>	List of Information Needed to Send with Agreement for Process by Consultant Services
<input type="checkbox"/>	Aerial Photography (Mosaics)
<input checked="" type="checkbox"/>	Aerial Mapping
<input type="checkbox"/>	R.O.W. Strip Maps
<input type="checkbox"/>	Existing Survey Data
<input type="checkbox"/>	Consultant Negotiation Policy (dated October 20, 1989)
<input type="checkbox"/>	Progress Schedule Bar Chart
<input type="checkbox"/>	Example Cross Sections
<input type="checkbox"/>	Existing Utility Information (if available)
<input type="checkbox"/>	Quality Assurance (memo dated August 29, 1990)
<input type="checkbox"/>	Quality Assurance (memo dated January 16, 1992)
<input type="checkbox"/>	Quality Assurance (memo dated February 25, 1992)
<input type="checkbox"/>	Revegetation Plan
<input type="checkbox"/>	District 3 Public Involvement Check Sheet
<input type="checkbox"/>	District 3 QC/QA Draft Report Check Sheet
<input type="checkbox"/>	Wetlands Maps
<input type="checkbox"/>	Example Public Hearing Pamphlet
<input type="checkbox"/>	Example Public Hearing Newspaper Advertisement
<input type="checkbox"/>	Example Correspondence Letterhead
<input checked="" type="checkbox"/>	Project Correspondence To Date
<input type="checkbox"/>	Soils Maps

Other:

8. Report Preparation

- a. Cross Sections should show the following:
- Existing and proposed ROW, TE, PE, etc.
 - Label foreslopes and backslopes (i.e. 3:1, 4:1, etc.).
 - Ditch grades, flow line elevation and flow arrows.
 - Indicate high or low points.
 - Proposed roadway template. If revising vertical profile, show centerline profile elevation.
 - Side road and entrance grades (existing and proposed).
 - Removal items (gutter, trees, etc.).
 - Drainage structure extension, flow line elevations, etc.
 - Utilities (if available).
- b. Aerial Mosaics or Plan & Profile Sheets should show the following:
- Access control, if applicable.
 - Show all entrances and label (PE) private entrance, (CE) commercial entrance
 - Existing and proposed ROW, TE, PE, etc.
 - Removal items.
 - Location and proposed treatment for erosion control features and guardrail.
 - Project drainage layout (onsite and offsite)
 - Existing and proposed culvert treatments.
 - Proposed roadway improvements.
 - Handicap ramp locations.
 - Sidewalk removal and replacement locations.
 - Property lines.
 - Property owners' names.
 - North arrows, scales.
- c. Crash Analysis
High Crash Location (Y/N) N
Exhibits (Y/N) Mosaics (Y/N) Tabulation & Summary (Y/N) N
- Items provided by District:
- 3 year Crashes
 - High crash locations (if any)
 - Wet weather crash printout
 - Collision diagrams
 - Safety route log stations
 - Involvement/maneuver codes
 - Crash facts booklet (latest edition)
- (Consultant shall provide exhibits of crashes and discussion of crashes, including any high crash locations, wet weather crashes and utility pole crashes.)
- d. Trees (review Department Policy Len-14)
- Identify tree involvement areas.
 - Mitigation.
 - Propose methods of minimizing tree removal
 - Coordination with IDOC may be required.
- e. Horizontal and Vertical Alignment (refer to 3R Policy)
- Prepare tables for each and discussion (refer to Phase I Project Development Guidelines)
- f. Intersections
- I.D.S. required (Y/N) Y . (See page 4 for IDS locations.)

- Sideroad approach grades according to 3R Policy or a request deviation from policy based on low sideroad ADT, no crash problems, or no maintenance problems.
 - Intersection Sight Distance - Case III sight distance (600') should be provided for the stopped approaches along the highway.
- g. Ditch Configuration
- Ditches should have 1:4 to 1:6 f.s. and 1:3 b.s. but may vary in relation to prevailing slopes. Ditches should be at least 2 feet wide and 3 feet deep. This may also vary, based on drainage. Refer to BDE Chapter 34 "Cross Section Elements" for further guidance.
- h. Guardrail (refer to appropriate policy; i.e., 3R, BDE Chapter 38, or Design Memorandum 96-29.
- i. Culverts (refer to 3R Policy).
- If culvert work is proposed at field entrance, widen to 20' width.
 - Extending cross road culverts versus use of guardrail. Address upstream and downstream flow lines and need for TE's and/or PE's.
- j. Erosion and Sediment Control (BDE Procedures Memo 98-32). Complete and include in the report Attachment 1 "Erosion and Sediment Control Analysis Form".

General Discussion Items

1. Consultant to video tape the project. (Y/N) Y
2. The Consultant will supply the District with names and addresses of hazardous mailbox supports as well as a description and picture of the support. (Y/N) Y
3. The Consultant will supply pictures of all cross road and entrance culverts on the project. (Y/N) Y
4. Discuss extra work provisions. The Consultant is to notify the Department in a timely manner if there is a problem with man-hours as the project progresses.
5. All contracts with public agencies, property owners, should be coordinated through the District Office.
6. The Consultant shall provide a written response to all District report review comments.